



IC MEMORANDUM 10-11

TO: KEHP Insurance Coordinators

**FROM: Department of Employee Insurance (DEI)
Enrollment Information Branch**

**RE: Dependent Eligibility Audit – GHI Email – Notification of Plan
Changes and Terminations**

DATE: March 18, 2010

The Dependent Eligibility Audit is moving forward. During the audit period, Chapman Kelly will forward files to the Department of Employee Insurance (DEI) to terminate ineligible dependents. These files will be received on a weekly basis throughout the Dependent Eligibility Audit program.

School Boards

Termination files will be received beginning March 22, 2010.

All Others (State Agencies, Quasi Agencies, Retirement Systems, etc.)

Termination files will be received beginning April 16, 2010.

Though you should already be checking your *GHI Email* on a regular basis, it is imperative that you check this site at least weekly during this period.

GHI Email is your notification of terminations and plan changes.

When DEI enters a termination or coverage level change (Family to Couple or Parent Plus, or Cross-Reference to Single or Parent Plus) you will get notification in *GHI Email*. We will not be sending a separate communication.

To access *GHI Email*:

Go to: KEHP.ky.gov

On the right side of the page, CLICK on “Your KEHP Online Access”

Log On and CLICK “Continue” (at the bottom of the page)

CLICK “IC FUNCTIONS”

CLICK “5. View GHI Emails by Company”

COMPLETE “Action”, “Month” and “Company” fields

CLICK “List Email”

If you have questions, please contact us at 888-581-8834 or 502-564-1205.

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